

Topeka Rescue Mission

Expectations of Volunteers

We do not intend to burden our volunteers with unnecessary rules or regulations. Instead, in an effort to make your service here as fruitful and trouble-free as possible we do believe that it is best for you to know what we expect of volunteers working in this Christian Mission. Our expectations are as follows:

1. **Sign in and out at the Front Desk.** We are grateful for all the support given by our volunteers, and we want to track the hours of service given. Please help us with this by signing in and out and listing the information requested.
2. **Be dependable.** By this we mean that we expect volunteers to be faithful in fulfilling their commitments. If something comes up and you cannot make it, please call the Volunteer Coordinator or your Supervisor for the area you are assigned
3. **Contribute to the overall purpose and direction of the Topeka Rescue Mission.** We are here to help the needy and homeless by providing physical necessities (food, clothing and shelter) and by proclaiming the forgiveness of Jesus Christ. We expect volunteers to work with us to achieve this end.
4. **Model good Character.** We expect our volunteers to model good character by demonstrating positive attitudes, words and actions. Some good character qualities to focus on are Enthusiasm, Flexibility, Gentleness, Hospitality, Joyfulness and Sensitivity.
5. **Be wise!** We want our volunteers to feel free to get to know the people here and hope they will take the opportunity to strike up conversations with the guests. But, we also want to inform our volunteers that there may be some people here who might take advantage of your kindness. *Even though our guests may not abide by these rules, as a volunteer you are considered staff and are expected to follow these cautions:*
 - Men and women must dress conservatively:
 - Pants must be worn at the waist
 - Nothing low cut, tight, or see through
 - No tank-tops, spaghetti straps, or halter tops
 - No mini skirts or shorts
 - Shirt must meet pants or skirt
 - Kitchen meal servers must not wear sandals or open toed shoes
 - Do not give rides to anyone!
 - Do not give money to anyone!
 - Do not leave your belongings unattended.
 - Do not make any decisions for the guests. Refer guests to the staff for questions outside your specific area of service.
 - Dating the guests at the Mission is not allowed.
 - Get clearance from the staff for inviting a guest to your home or to any outside activities.
 - Report any inappropriate behavior or anything that makes you uncomfortable to your supervisor or to David.
 - Anyone under the age of 18 must be with an adult at all times.

If you have any questions or concerns about these expectations, please call our Volunteer Coordinator at (785) 354-1744 Ext. 350. David will be happy to help you.